



# WESS Safety Authority



**WESS**  
***Module***  
***SA-4***

## **SA Functions**

***Modify Existing***  
***User Accounts***



# WESS Account Management

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

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**Not for Aviation 3750 Mishap Reporting**

**Your Existing Reports - WESS**

My Draft Reports (0) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) | Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (?) | [Help](#)

**My Draft Reports**


Delete	Serl#	Date	Description
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**To modify a WESS account under your WESS Safety Authority, login WESS and click the Maintain Account link. You may modify account information and access levels for any WESS account under your Safety Authority.**

**Click on the “Maintain Account” link to view the SA Account Management Menu.**



# WESS Account Management





**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Management

▶ Help

**Activities**

-  [Return Home](#)
-  [Maintain Account](#)

**Maintain Your WESS Account**

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

**Maintain Other WESS Accounts**

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)


\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**Click on “Modify Existing User Account” to open the next screen.**



# WESS User Account Search

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**



## User Unique Identifier Search

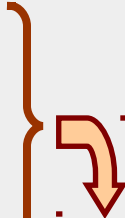
[Help](#)

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

**Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.**

UID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text" value="Safety"/>
Email Address	<input type="text"/>
Command UIC	<input type="text"/>



**The User Search screen allows you to search for any WESS account holders within the commands you have Safety Authority privileges. You may enter as much data as needed. Once you enter your search criteria, click the Search button.**

# Select the Account to Modify

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

**Note:** You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text" value="Safety"/>
Email Address	<input type="text"/>
Command UIC	<input type="text"/>

## Select UID Entry

☒ I Safety - charles.kiriakou@navy.mil - imsafty

\* Indicates required field must be entered before moving to next

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

**Once the search results are displayed below, select the WESS account you wish to modify, by clicking the radio button. Then click the "Next" button, at the bottom of the screen.**





# Reviewing User Account Information

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS**  
Naval Safety Center

**Safety Authority Review Account Information** [Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

**User ID :** imsafty

**Official Email Address :** charles.kiriakou@navy.mil

**First Name \***

**Middle Name**

**Last Name \***

**Rate/Rank \***

**Position Title \***

**Office Code**

**Command UIC :** N00181

**Command Name :** NORFOLK NAVAL SHIPYARD P

**COI Notification** ☐ Yes ☒ No

**Address 1: \***

**Address 2:**

**COI Notification privilege allows this WESS user to receive Community of Interest (COI) Email notifications and access to PDF copies of mishaps & hazard reports submitted by other commands. This is very similar to current message traffic AIGs & CADs.**

**The selected account information is displayed. Certain information may not be modified using this screen (i.e. Email address, Command UIC). You should scroll down to see rest of this page.**

# Modifying Account Privileges

[Search/Edit Submitted Reports](#)  
[Notifications](#)  
[Feedback Form](#)  
[Return Home](#)  
[OSHA 300 Equiv. Log](#)  
[Logout](#)

[Data Retrieval \(JReport\)](#)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

Position Title \*

Office Code

Command UIC : N00181

Command Name : NORFOLK NAVAL SHIPYARD P

COI Notification ☒ Yes ☐ No

Address 1: \*

Address 2:

City:

State:

Country: \*

Postal Code:

Telephone (include Area Code) \*

DSN :

WESS Off-Line CD Request ☐ Yes ☒ No

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.


**In this example, we've selected the Yes radio button to add Community Of Interest (COI) Notification for this WESS Account. The next time this user logs in, they will see all COI notifications sent to their command.**

**When modifications are complete, Click Next to continue.**



# Modifying Account Privileges

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



**WESS**  
Naval Safety Center

## Group Membership

[Return Home](#)  
[Maintain Account](#)

☒ Endorsement

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.


[PREVIOUS SECTION OR SCREEN](#) [Next](#)

[Help](#)

**This screen displays whether this WESS customer is an Endorser for their command. If this box is checked, this WESS customer will receive Endorsement notification for their command and will have the authority to Endorse the event. Click Next to continue.**



# Review Summary of Changes



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Modified Account Information

[Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**Official Email Address :** charles.kiriakou@navy.mil

**First Name :** I

**Middle Name :** M

**Last Name :** Safety

**Rate/Rank :** LTJG

**Position Title :** ASO

**Office Code :**

**Command Name :** NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

**Command UIC :** N00181

**Address 1 :** 21 Squadron Way

**Address 2 :**

**City :**

**State :**

**Country :** USA

**Postal Code :**

**Telephone :** 703-555-1212

**The modified account information is displayed. Scroll down to see the rest of the page.**

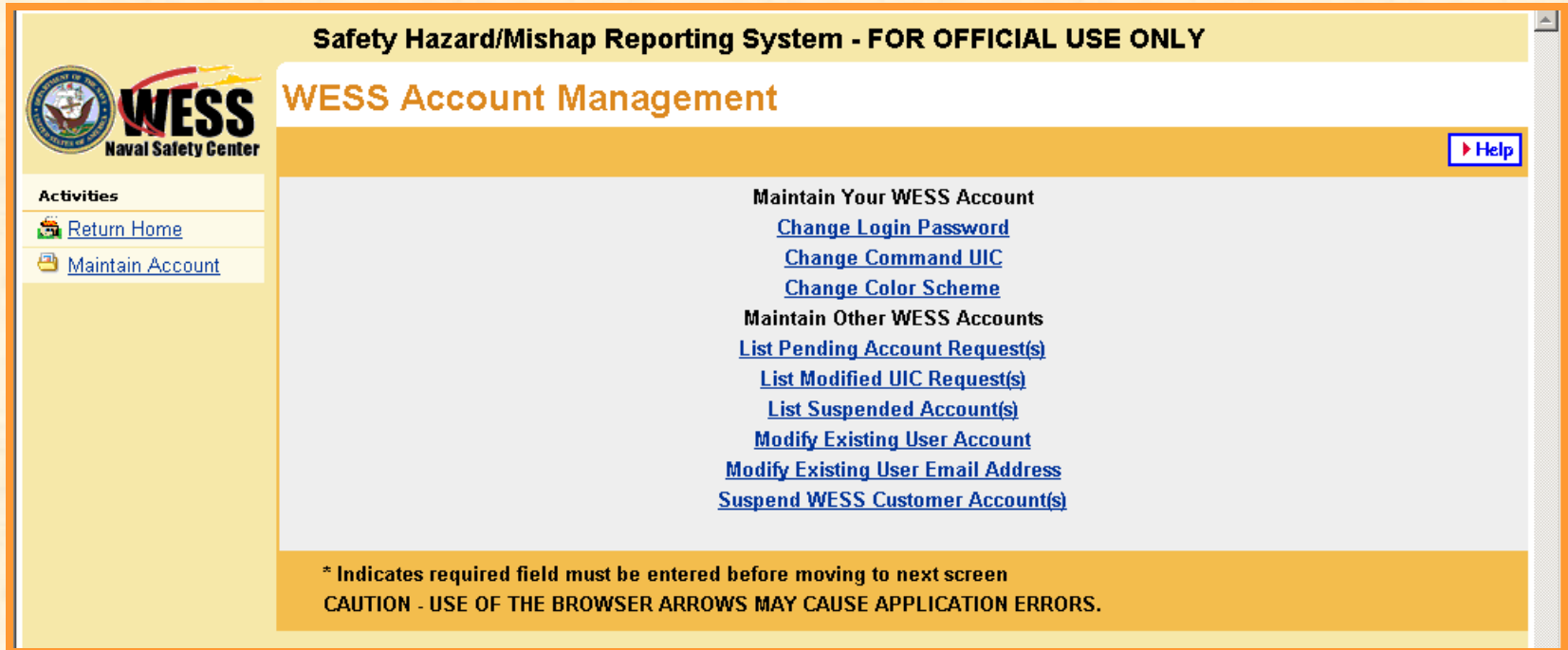
# Accept or Modify Account Changes

<a href="#">Search/Edit Submitted Reports</a> <a href="#">Notifications</a> <a href="#">Feedback Form</a> <a href="#">Return Home</a> <a href="#">OSHA 300 Equiv. Log</a> <a href="#">Logout</a>  <a href="#">Data Retrieval (JReport)</a> <a href="#">Pre-formatted Reports</a> <a href="#">Custom Reports</a>	<p><b>Office Code :</b></p> <p><b>Command Name :</b> NORFOLK NAVAL SHIPYARD PORTSMOUTH VA</p> <p><b>Command UIC :</b> N00181</p> <p><b>Address 1 :</b> 21 Squadron Way</p> <p><b>Address 2 :</b></p> <p><b>City :</b></p> <p><b>State :</b></p> <p><b>Country :</b> USA</p> <p><b>Postal Code :</b></p> <p><b>Telephone :</b> 703-555-1212</p> <p><b>DSN :</b></p> <p><b>Graced Account :</b> N</p> <p><b>Notified :</b> Y</p> <p><b>Password Retry Count :</b> 0</p> <p><b>Lock Account :</b> false</p> <p><b>Force Change Password:</b> N</p> <p><small>* Indicates required field must be entered before moving to next screen</small></p> <p><small>CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.</small></p> <p><input type="button" value="PREVIOUS SECTION OR SCREEN"/> <input type="button" value="Next"/></p>
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**You may click Next to accept your changes or click Previous Section or Screen to return to modify this account.**



# Return to Account Management



The screenshot shows the 'WESS Account Management' interface. At the top, a yellow banner reads 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY'. Below this, the 'WESS' logo (Naval Safety Center) is on the left, and a 'Help' button is on the right. A left sidebar under 'Activities' contains 'Return Home' and 'Maintain Account' links. The main content area lists options for maintaining WESS accounts, including links for login password, command UIC, color scheme, pending requests, modified UIC requests, suspended accounts, existing user accounts, existing user email addresses, and customer accounts. A footer note states: '\* Indicates required field must be entered before moving to next screen. CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.'

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

**WESS** Account Management

Help

**Activities**

- Return Home
- Maintain Account

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
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Maintain Other WESS Accounts

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**With the modification complete, WESS then returns to the main account maintenance window. This is the end of this Tutorial.**

**Click here to [Return to Table of Contents](#) or  
Proceed to [Module SA-5 - Modify Existing User Email Address](#)**

